

ADDENDUM NO. 1

**MARYLAND DEPARTMENT OF TRANSPORTATION
MOTOR VEHICLE ADMINISTRATION**

CONTRACT NO. V-MUL-21022-M

On-Site Secure Document Destruction Services for MDOT MVA

April 16, 2021

This Addendum is hereby made part of the contract specifications on which the Contractor shall bid, and is issued to modify, explain or correct the original specifications. All bidders shall acknowledge receipt of this Addendum on the Acknowledgement of Receipt form. It is understood that all bids submitted in response to V-MUL-21022-M will be presumed to be based upon full knowledge of the contents of Addendum No. 1.

Questions and Answers:

Q1. Please confirm that all containers are 96-gallon bins for all locations.

A1. Yes, all required containers are 96-gallon containers.

Q2. Does the selected vendor need to supply the bins or are these MVA-owned bins?

A2. Yes, the vendor shall supply all required bins.

Q3. With regard to the (60) 96-gallon bins in Glen Burnie, can you:

- a) Explain the service frequency of 36 scheduled service dates within a year? Is this every 10 days? Again, more information on the 36 scheduled services frequency would be appreciated.

A3(a). The frequency shall be weekly, bi-weekly, or monthly. All frequencies are estimates and a schedule shall be determined by the Project Manager and the awarded Contractor prior to the commencement of the contract.

- b) Are the (60) bins all in one building? If more than one building, how many?

A3(b). Yes, all 60 bins are in one building.

- c) Will the shredding technicians be responsible for visiting each bin for collection or are the bins staged in one area?

A3(c). The bins will be staged in one area.

- d) Are all (60) bins full and ready for shredding on each shredding day? If not, how many bins are generally shredded on the service day?

A3(d). The frequencies and number of containers are estimates. We anticipate all bins will be full. However, this may be adjusted over time through consultation between the Contract Manager, facility management, and the Contractor.

- Q4. Please confirm that the selected vendor would be shredding paper only (not any plastic licenses).

A4. The vendor would be shredding all secure documents, including plastic licenses.

- Q5. Who is the incumbent vendor?

A5. MDOT MVA does not currently have a contracted vendor to perform these services.

*****END OF ADDENDUM NO. 1**

ADDENDUM NO. 1

**MARYLAND DEPARTMENT OF TRANSPORTATION
MOTOR VEHICLE ADMINISTRATION**

CONTRACT NO. V-MUL-20122-M

On-Site Secure Document Destruction Services for MDOT MVA

ACKNOWLEDGEMENT OF RECEIPT

The undersigned acknowledges that **Addendum No. 1** dated **April 16, 2021** Maryland Department of Transportation Maryland Motor Vehicle Administration Specifications for Contract No. V-MUL-21022-M has been received by the undersigned and will be incorporated into all copies of said specifications in the possession of the undersigned.

It is understood that all bids submitted in response to V-MUL-21022-M will be presumed to be based upon full knowledge of the contents of **Addendum No. 1**

(Company Name)

By: _____
(Signature-Authorized Official)

(Title)

(Date)

**NOTE: PLEASE SIGN AND DATE THE “ACKNOWLEDGEMENT OF RECEIPT
AND RETURN TO THE PROCUREMENT OFFICER BY EMAIL OR
SUBMIT WITH YOUR BID SUBMISSION**